

PERSONAL PROTECTIVE EQUIPMENT HAZARD ANALYSIS

Where workplace hazards exist, OSHA prefers employers to correct the hazards so workers are not exposed to any hazards in their jobs. If engineering controls, work practice, or administrative controls cannot be employed to remove or reduce all the hazards, employees need to be provided with personal protective equipment (PPE) to protect from hazards.

It is a management responsibility to identify hazards in the facility and remove all the hazards possible using engineering, work practice and administrative controls. They then have the responsibility to provide PPE for employees when wearing such equipment would reasonably be expected to protect employees from injury. OSHA requires formal analysis of each type of job employees are required to perform to determine which specific PPE would keep employees safe on the job. After that, employees must be trained on how, when and where to use the equipment.

Instructions for completing a hazard analysis and informing employees:

1. Identify all the different jobs that are performed at your facility.
2. Make copies of the Personal Protective Equipment Hazard Analysis form so that each job is represented on a separate form.
3. Enter the name of your department.
4. Enter the job title to be analyzed.
5. Enter your name after "Assessed by."
7. Enter the date of the analysis.
8. List the potential hazards that could occur on each type of job in the left column. Use one line for each hazard. Get employee input about what injuries have occurred or could occur for each job.
9. List the level of risk of each of the hazards, then the seriousness of the hazard, should it occur.
11. List the PPE that you decide would protect the employees from the hazard listed. Remember, the employer has the responsibility to make the ultimate decision about how employees will do the job and what protective equipment they will wear. If wearing a particular piece of protective equipment would place an employee at greater risk of injury, you would not want employees to wear that equipment. You would look for some other way to keep employees safe from the hazards.

(Example: You would not want employees wearing gloves to hold rough parts while operating a drill press or other fast-moving/fast-spinning equipment. You would want to come up with a safe way to hold the rough parts without getting cut by them and without the danger of getting a glove caught in the spinning drill bit. Two possible solutions might be to make a jig for the parts so employees don't have to hold the rough part, or send the part to be de-burred before it goes to the drill press operation.)
12. After deciding on what PPE is needed at each job to keep employees safe, train employees so they know the following information: 1) when PPE is required, 2) what specific PPE is required, 3) how to use the PPE correctly, 4) how to put it on, take it off, adjust it, get a replacement and/or dispose of it, 5) any limitations of the PPE, and 6) the proper care, maintenance, and useful life, of the PPE.

Company Name
Personal Protective Equipment
Written Program
(29 CFR 1910.132)

Company Name will assess our workplace to determine if hazards are present or likely to be present which requires the use of Personal Protective Equipment (PPE). If hazards are found to be present or likely to be present, the Company Name will:

- @ Select the type of PPE that will protect the employee.
- @ Provide the correct PPE for each job.
- @ Require the employees to use the PPE.
- @ Train each affected employee.

The Company Name will verify the hazard assessment has been performed through a written certification. The certifications will be kept location in plant where certifications are kept. The certifications will list:

- @ Identify the workplace where assessment was performed.
- @ Name the person certifying that the assessment was performed.
- @ Give the date(s) that the hazard assessment was performed.
- @ Be identifiable as a document of certification of hazard assessment.

Assure that defective or damaged PPE not be used.

The employer representative will provide training to each employee who is required to use PPE. Each employee will be trained to know at least the following:

- @ When PPE is necessary;
- @ What PPE is necessary;
- @ How to put on, take off, adjust, and wear PPE;
- @ Limitations of PPE; and
- @ Proper care, maintenance, useful life, and disposal of the PPE.

Before being allowed to perform work that requires the use of PPE, each employee will;

- @ Demonstrate an understanding of training provided;
- @ Demonstrate ability to properly use PPE.

When employer representative has reason to believe that an employee does not understand the training or possess the skill required to wear the PPE the employer will retrain the employee immediately. Other circumstances where retraining is required include, but are not limited to:

- @ Changes in the workplace that render previous training obsolete.
- @ Changes in PPE that render previous training obsolete.
- @ Employee does not retain the understanding or skills to use PPE.

Employer representative will verify that each affected employee receives and understands the required training. The verification will:

- @ Be a written certification.
- @ Show the name of the employee trained.
- @ Show the date(s) of training.
- @ Identify the subject of certification.

PERSONAL PROTECTIVE EQUIPMENT (PPE) HAZARD ASSESSMENT

Department	Shipping
Job	Shipping Technician
Assessed by	Deborah Moore
Date	2 / 11 / 04

Type of Hazard	Level of Risk	Seriousness of Injury	PPE Selected
Cuts and splinters from pallets, staples, and banding	Moderate	Moderate - Cuts to stitches	Leather gloves
Cuts or damage to eyes from flying staples, nails, or wood pieces	Low	Severe – Cuts to stitches Eye lacerations	Safety glasses with side shields
Dropping products on the feet	Moderate	Severe – Bruising to broken foot/toes	Steel-toed shoes or boots
Burns and irritation from chemicals used to remove labels	High	Moderate- Burns, Dermatitis, Broken or peeling skin	Gloves: Polyvinyl-alcohol, Teflon, Viton, PE/EVAL, or Barricade
Back and shoulder strains from handling & lifting product	Moderate	Moderate to severe Shoulder or back strains, muscle strain or tears	Training No single lifts of full boxes

**PERSONAL PROTECTIVE EQUIPMENT (PPE)
HAZARD ASSESSMENT**

Department		
Job		
Assessed by		
Date		

Type of Hazard	Level of Risk	Seriousness of Injury	PPE Selected

* Form prepared by the Arkansas Department of Labor